

LIPA
SIXTH FORM
COLLEGE

Attendance and Punctuality Procedure

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Document Owner:	Amy Deane, Inclusion Manager
Next Review Date:	June 2019
Approving Committee	Sixth Form Governing Board

Document Version History

Version	Date	Ref	Change Summary
1.0	22-06-18	SG17-073	New Policy. Sixth Form Board to consider, and if appropriate, approve.

Attendance and punctuality procedure

Purpose

The purpose of this procedure is to ensure the effective implementation of the College's Teaching Learning and Assessment Policy. The Attendance and Punctuality Procedure is designed to create a strong attendance culture that supports safeguarding, high retention, achievement and progression.

Scope

This procedure applies to all students. It applies to all aspects of learning programmes including classroom based sessions, tutorials, rehearsals, English and maths sessions, support sessions, work placements and work experience and planned enrichment activities.

Responsibility for implementation

The table below summarises the responsibilities of College staff in implementing the Attendance and Punctuality Procedure.

Roles and Responsibilities

Action	Responsibility
Set College attendance and punctuality targets.	Director
Export, prepare and send regular scheduled reports to the relevant staff members; keep electronic records of these reports in central location on the college network.	Attendance administrator
Review College level attendance and punctuality weekly.	Management team & Attendance administrator
Report College attendance to Governors in preparation for Governors' meetings.	Director
Lead on the attendance strategy. Monitor that procedures are followed, appropriate interventions take place and progress towards targets is achieved. Identify action to improve at weekly meetings.	Progress & Safeguarding Manager
Review course and department level attendance; monitor progress and identify further actions to improve at Curriculum Quality Reviews.	Programme Managers
Report on attendance and punctuality in course reviews, self-assessment and quality improvement reports.	Programme Managers / Course Leader
Discuss and record reasons for absences with students: report to course leader using cause for concern on etracker.	Lecturers / Personal Tutors / Learning Support Assistant / Learning Engagement Officer / Attendance Administrator
Hold 1-1 target setting meetings with the student using disciplinary measures where appropriate.	Personal Tutor / Programme Manager / Inclusion Manager / Progress & Safeguarding Manager
Make initial contact by text, phone call, by email and then by letter with parent/ guardians/carers to raise concern about absence and persistent absence. Records follow-up information in cause for concern on	Attendance administrator Progress & Safeguarding Manager

Action	Responsibility
etracker. Liaise with parents/key staff to schedule action planning meeting to support persistent absentees to get back on-track.	
Print weekly attendance report. For students with less than 95% attendance for the week will have a letter sent home to parents to inform of this.	Attendance administrator Progress & Safeguarding Manager
Attend meeting with student and parents to create action plan to support persistent absentees; record action plan on etracker and monitor.	Personal Tutor / Inclusion Manager / Programme Manager / Attendance administrator / Progress & Safeguarding Manager / Learning Support Assistant
Ensure that any planned changes to timetables are made in advance of changes on ISAMS and to ensure that administration staff are made aware of these changes in advance of changes.	Programme Managers / Course Leader
On a daily basis, follow up student absence by telephone or text message when student is absent without notice by 10.30am: report using cause for concern on etracker.	Attendance administrator
Carry out home visits for persistent absentees who have been absent for three days consecutively and who have not responded to attempts to contact by telephone, text and email.	Progress & Safeguarding Manager
Liaise with persistent absentees' local authority Missing from Education teams where students do not reengage after home visit.	Progress & Safeguarding Manager / Inclusion Manager

Procedures

Registers – Issuing, Marking and Return

Action	Responsibility
Provision of registers on ISAMS.	Progress & Safeguarding Manager Programme Managers
Accurately marking and submitting registers in a timely manner.	All teaching staff
Reporting on the timeliness and accuracy of register completion.	Attendance administrator

- The register should be electronically marked at the beginning of the lesson and submitted before the end of each session or in exceptional circumstances by the end of the day.
- If any student attending a class is not on the register, this indicates they are not enrolled appropriately. Students should be directed that day to the ground floor office in order that a member of the administration staff can ensure students are enrolled appropriately on the correct programme(s). Any changes to the students on an electronic register must be approved by or actioned by the relevant Programme Manager.

- Lateness is defined as arriving any time after the start time of the lesson. All students arriving late must present themselves on arrival in the building to the College Attendance Administrator to have the reasons for their lateness logged centrally. Students should then go directly to their lesson. Lateness should always be acknowledged and challenged by teaching staff, though the right time may be at the end of the lesson in order not to disrupt students' learning. Students **should not be turned away from a class** on grounds of lateness. Staff are to be aware that lateness can be a support issue, as well as a disciplinary issue, and should explore this as part of any follow-up 1-1 target setting meetings.

Student and Parent Responsibilities

- In the Student Code of Conduct, students make a commitment to 'demonstrate excellent attendance and arrive punctually.'
- **If a student needs to be absent**, college should be contacted by the student, parent or guardian before 9am on the day of any absence by using telephone, email at absence@lipasixthformcollege.org or eNotify in order that reasons for absence can be recorded correctly on the ISAMS registration system and so that teaching staff can be informed. Students should be informed of the notification procedure during induction and reminded by their Personal Tutors regularly in tutorials sessions.
- Students should provide evidence of sickness. A note/email from a parent or guardian should be provided for absence under one week's duration. A doctor's note should be provided if students need to be absent from college for more than one college week.
- **In case of a medical appointment.** Students should make every effort to book medical/dental appointments out of college hours. If this is unavoidable, students should inform college in advance of the appointment so that tutors can make plans accordingly. Students should provide college with a note/email from parents or guardian with evidence of medical appointments if this is possible.

Notification of absence or parent emails in relation sickness can be sent to:
absence@lipasixthformcollege.org

Staff Responsibilities

- All teaching staff should know or have access to the name of the Personal Tutor for each student in their class. The Personal Tutor is responsible for monitoring attendance of their group at all classes and implementing interventions to improve attendance with individual students who are below the 90% College target. For safeguarding reasons, there should be no unexplained absences (N code). It is the Personal Tutor's responsibility at the weekly group tutorial session to seek explanation from students as to the reason for their absences. At each weekly group tutorial, the Personal Tutor should address the previous week's absence(s)/punctuality directly with the student concerned in a one to one tutorial and note the reasons for absence on e-tracker, if not already given. Personal Tutors should seek support from Programme Managers / Progress &

Safeguarding Manager / Inclusion Manager where they are not able to gather this information from students.

- If a student brings in evidence of a medical appointment (e.g. letter/note from parent), staff should pass this document onto the Attendance Administrator so that she can keep a copy centrally and/or add a scanned copy to a note on e-tracker.
- Persistent student absence or consistently poor punctuality must be addressed by Programme Managers in accordance with college procedures. Programme Managers should seek support from the Programme Managers / Progress & Safeguarding Manager / Inclusion Manager if needed.
- The Attendance Administrator is responsible for daily monitoring of punctuality and absence and for logging this information centrally on e-tracker and ISAMS for staff to access. If the student is absent, they and their parent/carer should be contacted firstly by text/WAM and telephone. If contact is unsuccessful, then an email should be sent to the parent /carer. If a student has been identified to the Attendance Administrator by the Inclusion Manager as vulnerable, the Progress & Safeguarding Manager / Inclusion Manager should be informed on day 1 of absence of the lack of contact from student and home. Immediate action may be taken by these staff members to pursue contact as absence with no contact is a safeguarding issue and local authorities or the Police may have to be informed.
- The Attendance Administrator continues to monitor absence daily: after three days, a standard letter should be sent by Attendance Administrator and logged on e-tracker notifying the relevant Programme Manager, Inclusion Manager and Personal Tutor. The Safeguarding the Curriculum administrator. Absence with no contact is a safeguarding issue and local authorities or the Police may have to be informed.
- In the case of persistent absence of one week's lessons without valid reasons or evidence, a one to one tutorial should be held to discover reasons for absence and any underlying problems. The discussion with the student should lead to target setting recorded on e-tracker. This will specify an agreed course of action to be undertaken by the student. Any agreed course of action may include support for the student from a member of the Inclusion Team.
- Invitation to and outcomes of attendance meetings and official warning letters should be copied to the parent/carer/employer unless specific evidence or information from the student indicates this may harm them in anyway. In this case, the Progress & Safeguarding Manager / Inclusion Manager should be involved. The Attendance Administrator is responsible for the administration of letters. Notes of letters and/or scanned copies of letter must be added on e-tracker.
- If after a 1-1 action planning meeting, a student continues to miss classes and has not improved attendance after a two-week period, a Level 1 disciplinary meeting should be held with the Programme Manager. Parent/guardian/carer or employer should be invited to the meeting arranged with the student as

appropriate. This may also apply in the case of vulnerable adults. At the meeting, current data on attendance should be produced and any reasons previously given considered. Validity of reasons should be checked and the impact on achievement and progression opportunities should be highlighted. Teaching /work missed and assignments not completed should also be confirmed in writing. A solution to reverse the poor attendance should be agreed. Welfare and additional support needs should be checked at this meeting in order to remove any barriers to inclusion. Other external forms of support should be sign posted if appropriate. An action plan should be written that is reviewed by the Course Leader fortnightly. Poor attendance will not normally be a reason for exclusion. Any agreed plan of action should include support for the student; attendance contract and catch up on learning action plan. This should be added to e-tracker. Details of the agreed course of action will be communicated to parent/guardian carers/ employers.

- Non-attendance for four consecutive weeks could result in withdrawal from the course if sanctioned by the Programme Manager, Inclusion Manager and Director.

Attendance and Punctuality Reports

Reports required	Purpose and process
Daily unmarked registers	Sent to Lecturer to identify any omissions or data errors.
Weekly unmarked register report	Send to Programme Manager to investigate and address with lecturer.
<95% attendance weekly report	Identify students with less than 95% attendance for the week. Send letter home and send information to Programme Managers to review/investigate.
1 full week absence report	Send to Personal Tutor & Programme Manager for follow-up. 1-1 needed. Interventions/action plans should be logged and created on etracker. (If no contact has been made with student or home, this should already have been passed onto DSL and a home visit should have been made & Progress & Safeguarding Manager)
2 weeks absence report	Send to Personal Tutor / Programme Manager for follow up. Interventions/action plans should continue to be followed, with progress noted on etracker. Inclusion Manager / Progress & Safeguarding Manager to be copied into any updates on etracker.
3 weeks absence report	Send to Personal Tutor / Programme Manager / Progress & Safeguarding Manager Inclusion Manager for follow-up.

Reports required	Purpose and process
	Interventions/action plans should be reconsidered and action plan made to prevent drop out.
4 weeks absence report	Send to Programme Managers and prepare for Decision to be made at Managers' meeting on whether to withdraw.
6 week rolling report RAG rating of student cohort. Above 90% Green 89-80% Amber Below 80% red	Sent to Programme Managers to monitor performance of groups and identify any support needed for tutors.
Attendance below 50%	Monitor students who may need to be withdrawn.
Attendance by Course	Programme Managers, Inclusion Manager (English teacher), Maths Lecturer receive their own Department's reports for monitoring and action

Holiday Procedures

Students are advised that holidays should not be taken in term time as it is likely to impact on guided learner hours and achievement and progression prospects.

Access to Procedure

This procedure is available on the College Intranet.

Training and Guidance

Questions about this procedure, and requests for training, guidance or information on this procedure, should be directed to Programme Managers and Inclusion Manager.

Mechanisms for Feedback

Constructive comment on the continued improvement of this procedure is welcomed and should be forwarded to a member of the Management Team.